



JOB DESCRIPTION

JOB TITLE: Domestic Violence Coordinator

JOB CODE: 1980

DEPARTMENT: Sheriff's Office

FLSA STATUS: Non-Exempt

REPORTS TO: Sergeant

SUMMARY OF JOB PURPOSE

This is a part-time, partially grant-funded, civilian position responsible for reviewing all domestic violence cases generated by Sheriff's personnel, providing information and assistance to victims or their family members (including minor children), and attending court hearings, if applicable.

ESSENTIAL FUNCTIONS

1. Reviews all domestic violence referrals and contact reports, including protection order violations and verbal domestic incidents; conducts assessment of prior history of abuse and reviews all contacts and/or documented notes; may receive reports of battery or violation of protection orders directly from victims; reports information relating to child abuse and/or sexual assaults to Investigations.
2. Provides crisis intervention and assistance to victims and/or their families, including telephone counseling; assesses the victim's immediate safety needs and helps victims and witnesses develop a safety plan when appropriate.
3. Provides victims and witnesses with information about the legal process and what options are available to them through the legal system, including assistance with obtaining Protection or Stalking and Harassment Orders through Family Support Council. Provides information to access appropriate resources including refuge; legal assistance; family and relationship counseling, health and mental health services; child care; and other victim assistance resources. Provides assistance to involved persons with the completion of applications and forms as necessary.
4. Develops and maintains relationships with community agencies, such as Family Support Council, Child Protective Services, Elder Protective Services, District Attorneys Office, etc. in an effort to collaboratively respond to domestic violence and child abuse cases; attends regularly scheduled meetings; conducts community outreach and education programs relating to domestic violence on a time available basis.
5. Maintains monthly and yearly statistics on cases of domestic violence, including documentation of sentencing dispositions on domestic battery cases; coordinates directly with local press providing statistics/summary of domestic violence incidents reported/investigated within Douglas County.
6. Completes and submits grant applications to acquire emergency cell phones for victims of domestic violence. Maintains and distributes cell phones to victims directly or through District Attorney's Office when applicable. Maintains records and provides documentation of service use to granting organization.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Completes and submits grant application to fund the Sheriff's Office Domestic Violence Intervention Coordinator position. Provides monthly statistics of domestic violence cases reported/investigated to immediate supervisor and organization providing grant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and a minimum of three (3) years experience in law enforcement or other closely related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to every-day situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada laws relating to domestic violence; knowledge of Douglas County Sheriff's Office policies, procedures, rules and regulations; ability to keep accurate statistics of activities and cases; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift

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and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines. Some work may require exposure to external environments with inclement weather and varying temperatures.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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